

14. Position Summary

Under the general supervision of the Project Management Section this position is responsible for planning, development, implementation and administration of infrastructure, applications and IT service development and/or support projects that have statewide impact.

The scope of this project work includes analyzing, designing, planning and building state of the art infrastructure and applications; tracking emerging technologies; and, planning for future enterprise systems and consolidated IT infrastructure services.

This position provides project management expertise for customers both within and outside state government. This includes research and deployment and providing for the deployment, administration and support for all relevant tools associated with that system, application, or infrastructure environment.

This position primarily provides project management, analysis and design for the development, implementation, enhancement, and maintenance for business applications and infrastructure systems project, which support consolidated IT services.

In addition the incumbent serves on advisory committees and works closely with the sponsor of the projects s/he is managing.

15. Goals and Worker Activities

40% A. Perform project management functions for business applications, infrastructure, and IT service development and/or support projects.

- A.1. Manage/lead projects, develop project plans, identify project resources, establish proper project controls and ensure project schedules are maintained
- A.2. Develop project implementation plans, which include project resources estimates vs. actual expenditure and target dates
- A.3. Establish project objectives and evaluate alternative approaches and their related links
- A.4. Coordinates all development and modification activities among project team members using techniques like flowcharts and structured walk-throughs to ensure the quality design of the applications and its components
- A.5. Obtain concurrence on system design specifications between user and DET management staff
- A.6. Provide oral and written project status reports to management
- A.7. Ensure Completion of all documentation and review steps

30% B. Perform Systems analysis and design functions for business applications, infrastructure, and IT service development and/or support projects.

- B.1. Meet with agency management and staff to define/review/determine feasibility, establish system scope, goals, business requirements, objectives and perform cost benefit analyses
- B.2. Develop and implement techniques, where practical, to integrate microcomputer-based systems.
- B.3. Ensure systems requirements definition and appropriate designs meet all DET standards are promulgated
- B.4. Obtain project/system/subsystems designs specifications concurrence from users and DET management.
- B.5. Coordinate the installation of completed systems and conduct system-specific training for prime users.
- B.6. Initiates and drafts for subsequent approval of Administrator new policy decisions, rules and legislation within the framework of departmental management policies and procedures and manages these policy decisions, rules, and legislation once implemented
- B.7. Analyzes resources in terms of overall goals and objectives of the Division to ensure proper allocation
- B.8. Perform complex module/procedure design activities for business and infrastructure applications.
- B.9. Develop and oversee general and detailed computer system and subsystem designs.
- B.10. Coordinate and participate in the design and review of computer procedures and modules.
- B.11. Test computer-based elements to meet design elements.
- B.12. Develop and monitor task estimates and compare to actuals.
- B.13. Oversee software development and testing to ensure standards for quality are met.
- B.14. Oversee programming modifications and/or maintenance to applications.

20% C. Provide quality assurance, consulting and support.

- C.1. Provide consulting and support services to the department, as well as other agencies when necessary.
- C.2. Develop and manage quality control guidelines for applications including overall deliverables, responsibilities for test planning, preparation and execution.
- C.3. Develop and manage quality assurance guidelines to ensure quality testing occurs before releasing the application or putting the system into production.
- C.4. Coordinate and schedule timely reviews of all new applications with the Applications Review Committee.
- C.5. Function as a back-up to peers involved in development, modification, and operation of systems utilizing a wide variety of software and hardware.
- C.6. Research and evaluate new developments in information technology.

10% D. Maintain professional credentials and participate in additional functions.

- D.1. Review new developments in information technology through on-going review of trade, technical and vendor publications.
- D.2. Attend training sessions and vendor demonstrations concerning hardware, software and techniques with possible application for use within the enterprise.
- D.3. Perform all duties as assigned, either by your supervisor or by his/her delegate in a timely and professional manner.
- D.4. Support the department's affirmative action policy.
- D.5. Interact with other DET staff and clients in a professional manner to maintain a positive working environment.
- D.6. Make suggestions concerning procedures, policies and expanded use of office systems.
- D.7. Assist user management by participating in augmentation, steering and advisory committees.

Knowledge / Skills

- 1. Knowledge of PMI framework and methodologies.
- 2. Has created Project Charter, Status Updates and Work Breakdown Structure.
- 3. Knowledge of meeting facilitation practices.
- 4. Knowledge of problem solving and risk mitigation strategies.
- 5. Knowledge of technical architecture and applications development methodologies.
- 6. Knowledge of RFP / RFI development.
- 7. Knowledge of project management methodologies such as waterfall and agile.
- 8. Has created project schedules and milestones.
- 9. Has used / developed Communication Plan.
- 10. Has used / developed Risk mitigation strategy.
- 11. Knowledge of DET Enterprise strategies and policies.
- 12. Knowledge of PMI credentials.
- 13. Knowledge of LEAN principles.
- 14. Knowledge of IT security practices.
- 15. Knowledge of mobile device and telecom practices.